

Register of Wills for Talbot County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
P.O. Box 816		
Easton, MD 21601		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	General Accounting Records & Misc. Accounting Records	662 Section II, #2, #6		03/05 – 02/08	4.0 cu. ft.	06/16/11 to 07/15/11	Shredded
2	Payroll Accounting Records	662 Section II, #5		1986 – 2007	4.0 cu. ft.	07/15/11 to 07/22/11	Shredded
3.	General Administrative Correspondence	662 Section I, #2		1941 – 2006	1.0 cu. ft.	07/11/11	Shredded

I hereby certify that the records listed above were disposed of as indicated.



Signature

DGS 550-2 (rev. 1/93)

Register of Wills for

Title Talbot County

August 5, 2011

Date